

**CalWORKs Program Guide (CPG) Special Notice 07-15,
Addendum A**

**Food Stamps Program Guide (FSPG) Special Notice 07-08,
Addendum A**

**Foster Care Program Guide (FCPG) Special Notice 07-01,
Addendum A**

**Medi-Cal Program Guide (MPG) Special Notice 07-04,
Addendum A**

September 12, 2007

Subject	Implementation of the Federal Deficit Reduction Act of 2005 Requirement to Provide Evidence of U.S. Citizenship/U.S. National Status and Identity as a Condition of Medi-Cal Eligibility for U.S. Citizens and U.S. Nationals
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Effective Date	Upon Receipt
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Reference	ACWDL 07-12; CWDA Conference Call 7/24/2007; County Policy
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Purpose	<p>This notice provides new information regarding:</p> <ul style="list-style-type: none">• Department of Health Care Services (DHCS) informational mailers• TEMP 14-83/TEMP 14-83 SP: Information Regarding Citizenship and Identity Rules
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Note: Medi-Cal eligibility staff is not to request citizenship/national status or identity documents based on the new rules until further instructions are issued.

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Medi-Cal Program Guide (MPG) Special Notice 07-04, Addendum A, Continued

DHCS Mailers DHCS has decided, based on input from the California Welfare Director's Association (CWDA) and the Counties, to forgo the planned mass mailing of Deficit Reduction Act (DRA) informational notices to all Medi-Cal beneficiaries.

DHCS has agreed to:

- Stagger the mailing of informational notices on a quarterly basis
- Send notices to only those beneficiaries who are due for a redetermination of Medi-Cal benefits in the next quarter

Following the staggered mailing schedule, all beneficiaries will receive a general informing notice regarding the new citizenship and identity rules.

The second notice will inform beneficiaries that:

- Birth record match(es) have been found and evidence of citizenship does not need to be provided for certain household members (evidence of identity may still be required), or
- That no birth record matches were found and evidence of citizenship and identity is required for all household members, or
- That they are exempt from the new citizenship and identity rules.

DHCS is expected to mail notices the week of September 17, 2007, to beneficiaries with redeterminations due in December 2007, January and February 2008.

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| Attachments | Attached are examples of the notices DHCS will be mailing to beneficiaries: <ul style="list-style-type: none">• State's Informational Notice Mailed to Households (Attachments A1, A2, and A3)• State's Cover Letter Mailed if Record Found (Attachment B)• State's Cover Letter Mailed if No Record Found (Attachment C) |
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Forms Impact	The initial issue of this special notice included Attachment B1: Information Regarding Citizenship and Identity Rules. This notice, which is to be attached to any original citizenship or identity documents that clients provide for photocopying, has been converted into a Temporary Medi-Cal form, designated TEMP 14-83/TEMP 14-83 SP.
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FRCs may now order this form in iWAY.

Automation Impact	No entries are to be made in either CalWIN or MEDS at this time. Additional instructions will be issued regarding required future entries.
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QA/QC Impact	None.
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Addendum A, Continued**

**Manager
Approval**

ORIGINAL SIGNED BY:

Dann Crawford, Assistant Deputy Director
Medi-Cal, General Relief and CAPI Program Administration
Strategic Planning and Operational Support

EC

State Informing Notices Being Sent to Beneficiaries

Attachments A1, A2, A3, B, and C

State of California – Health and Human Services Agency

Department of Health Care Services

Changes in Medi-Cal Proof of Citizenship and Identity Requirements For U.S. Citizens and Nationals

If you are not a U.S. citizen, these changes do not apply to you.

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship and proof of identity. The proof must be original or copies that have been certified by the issuing agency.

The new law does *not* apply to U.S. citizens or nationals in any of these categories:

- Anyone with:
 - Supplemental Security Income (SSI) (past or present)
 - Medicare
 - Social Security Disability Insurance (SSDI)
 - Social Security Retirement and Survivors Insurance (RSI – Title II) based on their own disability
- Anyone under 21 asking for Minor Consent Services
- Babies born to women on Medi-Cal
- Children in Foster Care, Adoption Assistance, or Kin-GAP
- Babies in the Abandoned Baby Program
- CalWORKs Beneficiaries

If you are a U.S. citizen or national, but not in one of the above groups, you must provide proof of citizenship and identity at the next annual redetermination of your Medi-Cal eligibility, unless the county already has the proof. See below.

Many kinds of proof of citizenship and identity are acceptable.

The easiest way to provide *both* proof of citizenship and identity is with *one* of these documents:

- U.S. Passport issued without limitation (*expired ones are acceptable*), or
- Certificate of Naturalization (*N-550 or N-570*), or
- Certificate of U.S. Citizenship (*N-560 or N-561*)

If you do *not* have one of these documents, you will have to provide both proof of citizenship and identity. See back for a list of acceptable kinds of proof of citizenship and identity.

Do U.S. nationals need to provide proof of citizenship and identity?

Yes. U.S. nationals include people born in American Samoa (including Swains Island) and certain people from the Commonwealth of the Northern Mariana Islands.

What if I am NOT a U.S. citizen?

If you are not a U.S. citizen or national, you only need to provide the same documents that were required before. Nothing has changed.

When do I have to provide proof of citizenship and identity?

You must provide this proof at the next annual redetermination of your Medi-Cal eligibility.

We may be able to get proof of citizenship for you.

If you were born in California, the county may be able to get your birth record. (A birth record is proof of citizenship.) If the county finds your birth record, you must still provide proof of identity.

Ask your county about getting proof of citizenship if you were not born in California.

Will my Medi-Cal benefits continue?

Your Medi-Cal benefits will continue if you meet all other eligibility requirements and make a reasonable effort to provide proof of citizenship and identity.

Important! You must tell your eligibility worker you are trying to get the proof.

Do I have to provide proof every year?

No. You only need to provide the proof once.

Questions?

If you have questions about proof of citizenship or identity, call your local social services office or eligibility worker.

State Informing Notices Being Sent to Beneficiaries

Attachments A1, A2, A3, B, and C

State of California – Health and Human Services Agency

Department of Health Care Services

Acceptable Citizenship and Identity Documents

A new law says *most* Medi-Cal applicants and beneficiaries who are U.S. citizens or nationals must show proof of citizenship *and* proof of identity. This form provides a list of acceptable documents.

The easiest way for U.S. citizens or nationals to provide *both* proof of citizenship and identity is with one of these documents:

- U.S. Passport issued without limitation (expired ones are acceptable)
- Certificate of Naturalization (N-550 or N-570)
- Certificate of U.S. Citizenship (N-560 or N-561)

– OR –

If you do not have one of the documents above, provide...

One citizenship document from this column

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|---|---|
| <ul style="list-style-type: none">❖ U.S. Birth Certificate❖ Certification of Report of Birth (DS-1350)❖ Report of Birth Abroad of a U.S. Citizen (FS-240)❖ State Department Certification of Birth (FS-545 or DS-1350)❖ U.S. Citizen Identification Card (I-197 or I-179)❖ American Indian Card (I-872)❖ Northern Marianas Card (I-873)❖ Final adoption decree showing a U.S. place of birth❖ Proof of adoption of a child born outside U.S. and in the legal/physical custody of the U.S. citizen parent (IR-3 or IR-4)❖ Proof of U.S. civil service employment before June 1, 1976❖ U.S. military service record showing a U.S. place of birth❖ U.S. hospital record established at the time of the person's birth *❖ Life, health, or other insurance record *❖ Religious record recorded in the U.S. within 3 months of birth showing U.S. place of birth and birth date or age❖ Early school record showing a U.S. place of birth, date of admission, birth date, names and places of birth of parents | <ul style="list-style-type: none">❖ Federal or State census record that shows the applicant's age and U.S. citizenship or place of birth❖ Seneca Indian tribal census record *❖ Bureau of Indian Affairs Navajo Indians tribal census record *❖ U.S. State Vital Statistics birth registration notification*❖ An amended U.S. public birth record (amended more than 5 years after the person's birth) *❖ Statement signed by doctor or midwife present at the birth *❖ Roll of Alaska Natives from the Bureau of Indian Affairs❖ Admission papers from a nursing or skilled care facility, or other institution that shows a U.S. place of birth❖ Medical record (not an immunization record) * <p>* <i>Must be dated at least 5 years before your 1st Medi-Cal application and show a U.S. place of birth.</i>
<i>You must provide a document as high on the list as you can.</i></p> |
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*If you **cannot** provide any of these citizenship documents... Ask two adults to fill out and sign an **Affidavit of Citizenship**. Both adults must have proof of their own identity and U.S. citizenship, and only one of them may be related to you.*

– AND –

One identity document from this column

- | | |
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| <ul style="list-style-type: none">❖ Driver's license issued by a U.S. State or Territory with a photograph or other identifying information❖ School Identification card with a photograph❖ U.S. Military I.D. card or draft record❖ Federal, state or local government I.D. card with same identifying information as a driver's license | <ul style="list-style-type: none">❖ U.S. Military dependent identification card❖ A U.S. passport (issued with limitation)❖ Certificate of Degree of Indian Blood or other U.S. American Indian/Alaska Native Tribal document❖ U.S. Coast Guard Merchant Mariner Card |
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State Informing Notices Being Sent to Beneficiaries

Attachments A1, A2, A3, B, and C

State of California – Health and Human Services Agency

Department of Health Care Services

- ❖ Three or more confirming documents, such as employee ID cards, high school or college diplomas, marriage licenses, divorce decrees, and property deeds/titles
- ❖ Clinic, doctor, or hospital records for a child under 16
- ❖ School, nursery school, or daycare records, including report cards, for a child under 16. The county will verify with the school.
- ❖ For people with disabilities who live in a residential care facility, an Affidavit signed by the facility's director or administrator

For a **child under 16** who did not provide an *Affidavit of Citizenship*, you may submit:

- ❖ An Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative with date and place of birth
- ❖ A Medi-Cal application or the Healthy Families/Medi-Cal joint application that shows the child's date and place of birth, and is signed by the child's parent, guardian, or caretaker relative.

For a **child under 18**, an Affidavit of the child's identity signed by the child's parent, guardian, or caretaker relative may be used if school ID cards or driver licenses are not available.

Note: Expired identity documents are acceptable proof of identity.

State Informing Notices Being Sent to Beneficiaries

Attachments A1, A2, A3, B, and C

State of California—Health and Human Services Agency

Department of Health Care Services



Name
Address
City, CA zip

Dear Beneficiary:

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship and proof of identity. To see if this law applies to you, read the enclosed notice.

Because we can use a birth record as proof of citizenship, we searched for California birth records for everyone in your home who receives Medi-Cal. We found California birth records for the people in your home listed below. These people do NOT have to show proof of *citizenship*. But, they still may have to show proof of *identity*, unless this law does not apply to them.

Beneficiary 1

Beneficiary 2

Beneficiary 3

Beneficiary 4

Beneficiary 6

Beneficiary 7

Beneficiary 9

Beneficiary 9

Beneficiary 10

Beneficiary 11

Beneficiary 12

If any of the Medi-Cal beneficiaries in your home was born in California, but is not listed above, please contact your local social services office. We may be able to find the California birth record if you give us more information. We cannot search for birth records for people born outside of California.

Children under 16 whose date and place of birth are listed on the Medi-Cal application or Healthy Families/Medi-Cal joint application do **not** have to show proof of *identity*. But they must show proof of *citizenship* (if this law applies to them).

If you have questions or need help, please contact your local social services office.

July 2007

State Informing Notices Being Sent to Beneficiaries

Attachments A1, A2, A3, B, and C

State of California—Health and Human Services Agency

Department of Health Care Services



Name
Address
City, CA zip

Dear Beneficiary:

A new law says *most* Medi-Cal beneficiaries who are U.S. citizens or nationals must show proof of citizenship *and* proof of identity. To see if this law applies to you, read the enclosed notice.

A birth certificate is acceptable proof of U.S. citizenship. We searched the state records for a California birth record, but did not find one for the any of the Medi-Cal beneficiaries in your home.

If any of the Medi-Cal beneficiaries in your home was born in California, please contact your local social services office. We may be able to find the California birth record if you give us more information. We cannot search for birth records for people born outside of California.

Children under 16 whose date and place of birth are listed on the Medi-Cal application or Healthy Families/Medi-Cal joint application do **not** have to show proof of *identity*. But they must show proof of citizenship (if this law applies to them).

If you have questions or need help, please contact your local social services office.

July 2007
